Tool Menubar

The left-hand menubar for each site contains buttons for functions that have been chosen for each common interest group. Tools can be divided into three groups:

- ePortfolio tools
- Collaborative Learning Environment tools
- My Workspace tools.

ePortfolio Tools

- **Repository:** This tool allows you to create customized folders for the items you add to your portfolio. It offers WebDAV functionality to allow you to drag and drop files from your desktop. It also features folders for each of your common interest groups to share resources with members of the group.

- **Matrix:** The Matrix allows common interest groups to present goals, standards, or other criteria to you in a format structured by time or specific activities. Your task is to supply authentic evidence of having met the goals, standards, or other criteria at each level of the Matrix and reflect upon that evidence through the use of the reflection process within each cell of the Matrix.

- **Presentations:** This tool offers Presentation Templates created by your institution or common interest group that allow you to share items from your Repository for specific purposes.

- **Review:** When the institution or common interest group assigns reviewers (faculty and/or peers) to cells in a Matrix, reviewers use this tool to provide an anonymous evaluation of each cell that has been submitted for review.

- **Glossary:** This tool offers definitions and guidance to assist you with other portfolio tools. Terms that have glossary definitions have dark grey instead of black font. Hovering over a term with the mouse reveals a pop-up definition. Clicking on a term brings up a pop-up window with more extensive guidance.

- **Presentation Templates:** This tool allows CIG Coordinators to create Presentation Templates for the use of CIG members.

- **Forms:** This tool allows CIG Coordinators to create forms for the use of CIG members.

- **CIG Information:** For most users, this tool offers read-only information about the site. CIG Coordinators use the tool to edit the particular site in which it appears.